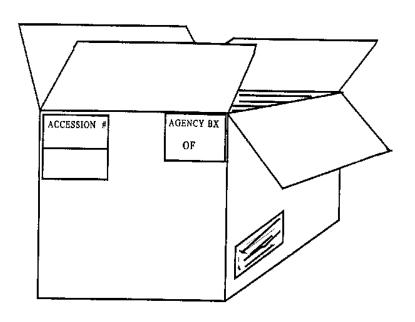
TRICARE OPERATIONS MANUAL 6010.51-M, AUGUST 1, 2002

RECORDS MANAGEMENT

CHAPTER 2
ADDENDUM A

FIGURES

FIGURE 2-A-1 MARKING AND PACKING INSTRUCTIONS



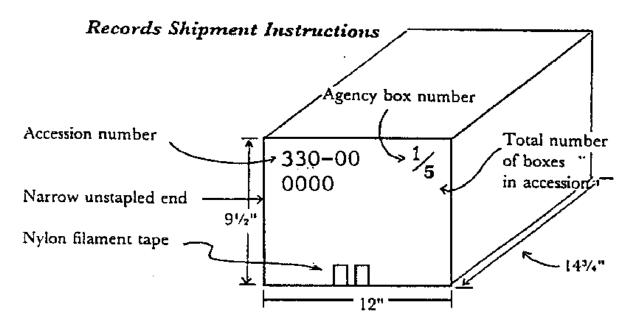


FIGURE 2-A-2 RECORDS TRANSMITTAL AND RECEIPT, SF FORM 135

2. AGENCY TRANSFI TRANSFER AUTHOR- IZATION	Federal Reco	ds Center	CFR 1228.150.) DATE	5. FROM		ter the name and complete mailing address of address.)	f the office retiring rec	ords. The signed receipt of this	form will be	sent to	
TRANSFER AUTHOR- IZATION 3. AGENCY TRANSFI	SFERRING AGENCY OFFICIAL (S)(DATE	_							
TRANSFER AUTHOR- IZATION 3. AGENCY TRANSFI		ature and title)	DATE	_							
	SFERRING AGENCY LIAISON OFF										
	3. AGENCY TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephon										
4. RECORDS CENTER RECEIPT	RDS RECEIVED BY (Signature and til)	DATE							Fold	I Line
6.			RECO	ORDS DATA							
ACCESSION NUMBER	ER VOLUME AGENCY	SERIES DESCRIPTION		SIC-	3C-	DISPOSAL AUTHORITY	DISPOSAL	COMPLETED BY RECORDS CENTER			
RG FY NUMBE	(cu ft) BOX		e dates of records)		RESTRIC- TION	(Schedule and Item number)	DATE	LOCATION	SHELF	CONT. TYPE	AUTO. DISP.
(a) (b) (c)	c) (d) (e)		(f)		(g)	(h)	(i)	(i)	(k)	(I)	(m)
330					W						

(PerFORM PRO)

TRICARE OPERATIONS MANUAL 6010.51-M, AUGUST 1, 2002 CHAPTER 2, ADDENDUM A FIGURES

FIGURES

FIGURE 2-A-2 RECORDS TRANSMITTAL AND RECEIPT, SF FORM 135 (CONTINUED)

INSTRUCTION FOR COMPLETION OF STANDARD FORM 135

FOR COMPLETION BY THE TRANSFERRING AGENCY

Items 1, 2, 3 and 5 are self-explanatory. Specific instructions for item 6 are as follows:

Col.

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Accession Number. A separate accession number is required for each series of records listed on the form. A series consists of records having the same disposal authority and disposal date that are transferred together to the records center. The accession number is entered in three parts, consisting of:

- (a) The NARA record group number assigned to the records of the agency making the transfer;
- (b) The last two digits of the current fiscal year; and
- (c) The four digit sequential number obtained in advance from the records center. (Arrangements may be made with the center to have these numbers assigned by the agency records officer or other official.)
- (d) Volume. Enter the volume in cubic feet of each series of records being transferred.
- (e) Agency Box Numbers. Show the inclusive box numbers for each series of records being transferred. The agency shall number each carton sequentially as follows: 1 of 25, 2 of 25, 3 of 25, etc. (Each new series of records should begin with carton number 1.) to facilitate control of the records and future reference service, the agency also shall mark each container with the assigned accession number prior to shipment.
- (f) Series Description. Describe the records insufficient detail to allow the records center to check for proper application of the disposal schedule. Inclusive dates of the records should be indicated. Show the organizational component that created the records when it is other than that shown in item 5.
- (g) Restriction. Enter one of the following codes to show a restriction on use of the records. Restrictions other than (or in addition to) security classifications, such as limiting access certain agency officials, are to be specified by a statement in the Series Description column (f).

\$\top U.S. Government Printing Office: 1990-262-081/20124

Code	Restrictions
Q	Q security classification
T	Top Secret security classification
S	Secret security classification
C	Confidential security classification
R	Restricted usewitnessed disposal not required
	(specify in column (f))
W	Restricted usewitnessed disposal required
	(specify in column (f))
N	No restrictions

- (h) Disposal Authority. For each series of records, cite the agency schedule and specific item number authorizing disposal. Cite the NARA disposal job and item number if it has not been incorporated into an updated agency schedule.
- (i) Disposal Date. Applying the disposal authority previously cited in column (h), enter the month and year in which the records may be destroyed.

FOR COMPLETION BY THE RECORDS CENTER

Item 4 is self-explanatory. Specific instructions for item 6 are as follows:

Col.

- (j) Location. The records center annotates the shelf location of the first carton for each series of records.
- (k) Shelving Plan. The records center enters the appropriate code from Chap. 7-10e, HB, Records Center Operations (NAR P 1864.1A), to reflect the shelving system.
- (1) Container Type. The records center enters the appropriate code from Chap. 7-10h, NAR P 1864.1A, to reflect the type of container in which the records are retired.
- (m) Automatic Disposal. The records center enters either Y (yes) to indicate automatic disposal applies or N (no) indicating that the agency wishes to receive disposal concurrence notice prior to destruction of the records. Automatic disposal is applied only when previously agreed upon by the agency.

Use Standard From 135-A, Records Transmittal and Receipt Continuation, when additional space is required for listing records data.

Standard Form 135 Back (Rev. 7-85)

4

FIGURE 2-A-3 RECORDS TRANSMITTAL AND RECEIPT (CONTINUATION), SF FORM 135A

RECORDS TRANSMITTAL AND RECEIPt (Continuation)				This form is to continue listing of Records Data when space on SF 135 is not adequate. Instructions for completion of SF 135 apply.					DATE		PAGE OF PAGE		
ACCESSION NUMBER VOLUME		AGENCY	SERIES DESCRIPTION	-S-C-	DISPOSAL AUTHORITY	DISPOSAL	COMPLETED BY RECORDS CENTER						
RG	FY	NUMBER	(cu. ft.)	BOX NUMBERS	(With inclusive dates of records)	RESTRIC- TION	(Schedule and Item number)	DATE	LOCATION	SHELF	CONT. TYPE	AUTO. DISP.	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	<i>(i)</i>	(k)	(1)	(m)	
													FIGURES

NSN 7540-00-823-7952 Previous edition usable STANDARD FORM 135-A (Rev. 7-85) Prescribed by NARA 36 CFR 1228-152 TRICARE OPERATIONS MANUAL 6010.51-M, AUGUST 1, 2002
CHAPTER 2, ADDENDUM A

TRICARE OPERATIONS MANUAL 6010.51-M, AUGUST 1, 2002

CHAPTER 2, ADDENDUM A

FIGURES

FIGURE 2-A-4 REFERENCE REQUEST - FEDERAL RECORDS CENTER, OF FORM 11

REFERENCE REQUEST-FED	ERAL RECORDS C	ENTER	NOTE: Use a separa	te form for e	ach request.
Si	ECTION I-TO BE COMPL	ETED BY REQUESTING A	AGENCY		
ACCESSION NO.		AGENCY BOX NUMBER	RECORDS CENTE	R LOCATION N	NUMBER
		OF			
DESCRIPTION OF RECORD(S) OR INFORMATION F	REQUESTED				
ВОХ					
FOLDER (include file number and title)					
TOLDER (include the number and title)					
REMARKS					
NATURE OF SERVICE					
FURNISH COPY OF RECORDS PERMANENT WITHDRAWAL	TEMPORARY LOAN OF RECO	DRD(S) REVIEW	OTHER (Specify)		
	SECTION II-FOR US	SE BY RECORDS CENTE	R		
RECORDS NOT IN CENTER CUSTODY	RECORDS DESTROYED	REMARKS			
WRONG ACCESSION NUMBER-PLEASE RECI					
WRONG BOX NUMBER-PLEASE RECHECK					
$\overline{}$					
WRONG CENTER LOCATION-PLEASE RECHE					
ADDITIONAL INFORMATION REQUIRED TO ID REQUESTED	ENTIFY RECORDS				
MISSING (Neither record(s), information nor cha container(s) specified)	rge card found in				
RECORDS PREVIOUSLY CHARGED OUT TO (Name. agency and date):				
		DATE	SERVICE	TIME	SEARCHER'S
		DATE	SERVICE	REQUIRED	INITIALS
		ETED BY REQUESTING	AGENCY		
NAME OF REQUESTER	TELEPHONE NO.	FTS DATE	RECEIPT	OF RECORDS	
NAME AND	1	1			
ADDRESS OF AGENCY					
(Include			Requester please sign, date and		
address,			file item(s) listed above, ONLY if been checked by the Records C		ido 🔲
building,			SIGNATURE		DATE
room no. and ZIP			-		
NSN 7540-00-682-6423			(OPTIONAL FOR	RM 11 (Rev. 7-87)

NSN 7540-00-682-6423 5011-108

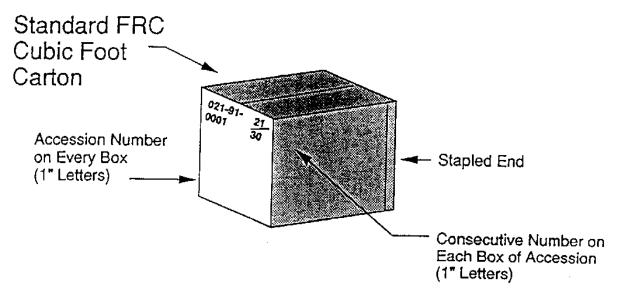
PREVIOUS EDITION USABLE

OPTIONAL FORM 11 (Rev. 7-87) NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 36 CFR 1228.162

TRICARE OPERATIONS MANUAL 6010.51-M, AUGUST 1, 2002

CHAPTER 2, ADDENDUM A
FIGURES

FIGURE 2-A-5 ARRANGEMENT OF BOXES ON PALLETS



Palletizing Your Records Alternate Each Layer (Maximum - 6' High)

